

**ADMINISTRATIVE - INTERNAL USE ONLY**

29 August 1978

MEMORANDUM FOR: The Director of Security  
SUBJECT: Top Secret Control - Status  
FROM: Agency Top Secret Control Officer

1. This memorandum is for your information. It is intended to update you to the status of the Agency's Top Secret control program and current inventory. It further provides you with a concept for an expanded document control and inventory system.

2. Summary

a. In June 1972, the authority and responsibility for operation of the Top Secret control system was transferred to the Office of Security from the Central Reference Service (CRS). As you are aware, a Top Secret Control Automated Data System (TSCADS) was initiated, developed and implemented as DDA level MBO's for the Office of Security during 1975-76. An initial Agency-wide annual inventory using TSCADS was begun during March, 1977. Currently, 39 of the 53 Top Secret Control officers have completed the inventory, 14 remain uncompleted. The initial completion date was January 1978, this has been extended to January 1979.

b. Reporting from the 39 completed inventories indicate some 2,180 Top Secret documents unaccounted for out of a recorded holding of approximately 30,700. Thirteen of the remaining 14 Top Secret control points holding some 15,000 records are expected to report similar findings. The DDO, the remaining control point has approximately 108,000 reported Top Secret records. A total DDO inventory was conducted in 1968-70, some 16,000 documents were unaccounted for at that time. The current DDO inventory is to cover those documents entering the system during 1967-1978.

c. The undersigned believes that TSCADS provides the capability for a tight inventory/control of collateral

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Top Secret documents. TSCADS should also be used as an example or pilot for any expanded document inventory and control system. The greatest lacking for TSCADS has been in the areas of awareness and support by management and employees.

3. Background

a. The TSCADS data base was developed by transferring 130,000 paper records to a computer. It was recognized at that time, that many inaccuracies would exist in the data base since the paper records extended back to the early days of the Agency. The intent was to get the system in operation and to tightly control new documents entering the system. The first Agency-wide inventory would resolve record inaccuracies and discrepancies. The data base currently consists of 150,000 records (a record reflects a single document) with an estimated 110,000 active documents. The 40,000 difference reflects documents which have been destroyed, downgraded, or transferred outside the Agency.

b. The inventory completion date was delayed in consideration of the record reviews underway by various Agency components. This was acceptable as it would greatly increase the accuracy of the data base and additionally reduce its size due to document destruction and downgrading.

4. Discussion

a. A centralized inventory and control system is feasible. To be effective, resources and management support must be provided. Initial difficulties in implementation arise in inputting existing document holdings and overcoming the inherent resistance to change.

b. An example of difficulties encountered can be described by the Office of Security Top Secret Control.

1. To gain an understanding of the TS control system, the Agency Top Secret Control offices took over the Office of Security TS control function during 1975. A review of the records indicated some 2,000 documents under control. A physical inventory

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was initiated by notice and staff meeting announcement. Limited responses were received. A three man task force was formed to support the effort, approximately three man months expended and some 1,750 documents were located. A subsequent purge of the 1,750 reduced the holdings to approximately 650 documents when the document moratoriums went into effect and the purge stopped. The 650 documents were entered into TSCADS and became the OS data base. The Top Secret control function was returned to the Office of Security registry. OS management was alerted to the 250 unaccounted for documents. In March 1977 the OS control officer was requested to conduct an inventory of the then current holding and also attempt to find the unaccounted for documents. The results of this inventory were received by Agency TSCO in August 1978. The inventory appears professionally done, some limited number of previously unrecorded documents were located and similarly a few additionally were unaccounted for. One component in the office failed to respond to the inventory request - internal office support is now being provided the TS Control Officer in resolving the non-response. The above description is intended to be representative of control problems and indicates long term management and employee lack of awareness of procedures and requirements, resource needs, enforcement actions, resulting in poor control. Correction to the existing data base using the inventory will produce an accurate data base for further accountability, control and administration of office TS documents.

2. Response to the Agency-wide inventory should similarly produce an Agency-wide system capable of supporting tight accountability and control of Top Secret collateral documents.

### 5. Initiative

a. The following is intended to provide a concept for an expanded document inventory and control system based on the operational experiences gained developing, implementing and administering TSCADS. TSCADS will not support this expansion.

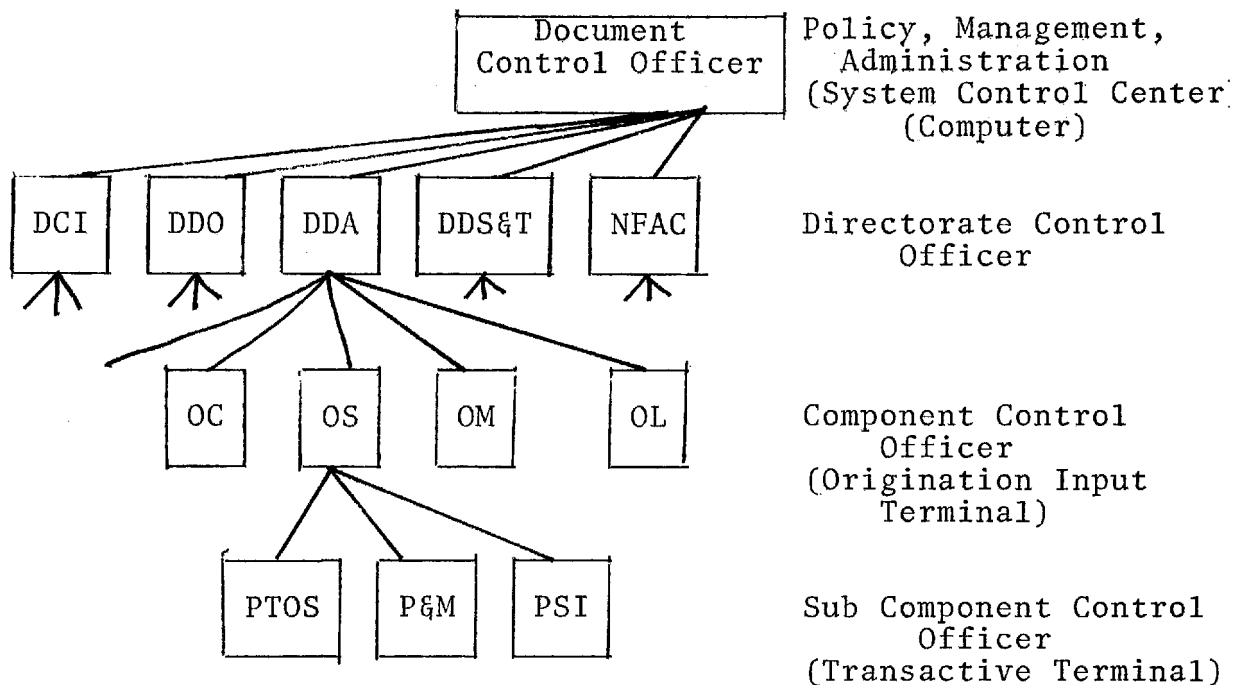
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b. Centralized Document Control System

(1). The purpose of this system is to create and maintain a central data base for all controlled documents within the CIA. The primary purpose of the data base is to support document control by establishing central record keeping, for purposes of document locatability and inventory.

Secondarily a historical data base will indicate the access by responsible individual to documents. The system description is based only on "hard copy" or paper document-control.

(2). Management and Administration Structure



(3). Advantages and Disadvantages

Advantages

- (1). A central record keeping facility.
- (2). Potential for inventory.

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(3). Accountability to individual.

(4). Historical access (formal access).

### Disadvantages

(1). Required formality.

(2). Dissemination slow down

a. Logging

b. Component control

(3). Increased resource expenditure.

### (4). System Description

(a). Central Computerized Data base of  
Controlled Documents

(1). Examples of Controlled Documents

a. Top Secret Collateral

b. SCI

c. RD

d. Others as specified.

(2). Data recorded. (partial listing)

a. Control numbers

b. Title

c. Origination information

d. Disposition information

e. Current location

(b). Inputs

Established Control Officers shall report document origination, receipt, location, and disposition to a centralized control point.

(c). Outputs.

The centralized control point will

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provide reports to the Component Control Officers, as needed, indicating the documents and reported location of documents.

(d). System Control

- (1). Accountability to individual by badge number

(5). Operation

- a. Central Dedicated Computer (Center)
- b. Input device at component Control Office
- c. Output at Center
- d. On-line query by Center
- e. Inventory control by Center  
annual and "spot"

(6). System Size

System Size estimates are for costing only and does not reflect a substantive analysis of requirements.

- a. New documents per year = 200,000
- b. Growth rate per year = 150,000

<u>Year</u>	<u>Documents</u>
1 =	200,000
2 = 150+	200,000 = 350,000
3 = 300+	200,000 = 500,000
4 = 450+	200,000 = 650,000

- c. Transactions per year 5,000,000
- d. Input control points = 400
  - 1. 100 origination term.
  - 2. 300 transaction term.

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e. Resource requirements

(1). System costs (gross estimates)

Computer + memory + output devices - 250K

Terminals

100 origination - @\$1000 - \$100K

300 transactions- @\$ 500 - \$150K

Software costs - \$250  
Turn Key System 750 K

(2). Personnel - (new)

Initial 8 man years - (system development)  
Implementation (data input - current holdings)  
10 man years  
Operation 5 man staff  
Control Officers - minimal new expenditure

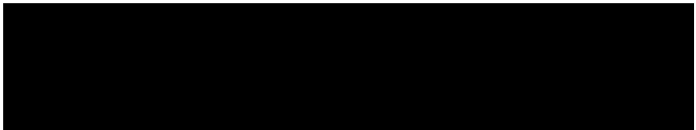
(3). Schedule - System Defin. 1 month  
Feas. & System Design 3 months  
Procure & Install & Oper. Prep. 6 months  
Operation 10 months  
Historical data base verif. 1 year

6. Conclusion

a. The current PS control system is operational and will be an effective control and inventory system upon completion of the current inventory.

b. An expanded system is feasible at reasonable cost and time. This system can be responsive to the needs for information flow.

STATINTL

  
Agency Top Secret Control Officer

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